

## Regular Council Meeting

March 21, 2018

The Wakefield City Council met in a regular meeting on March 21, 2018, in the Council Chambers at 407 Main Street at 5:30 P.M. with the following present: Mayor Loofe, Council Members Eaton, Clay, Soderberg, and Hansen. Also present: City Administrator Litchfield, City Attorney Miner, Administrative Coordinator Decker, Utility Foreman Mogus, and Clerk Dolen.

Visitors present: Rod Hanson, Mike Pommer, Ken Thomsen, Megan Weaver, Mike Wirth, Mike Renning, Mike Salmon, Chris Salmon, Leslie Bebee

Mayor Loofe opened the meeting at 5:30 P.M.

Mayor Loofe noted that the meeting was preceded by due and legal notice in three places at least 72 hours prior to the meeting and/or by publishing the same in the Wakefield Republican on March 15, 2018.

Mayor Loofe informed those present of the Nebraska Open Meetings Law, and where a copy of such was posted in the Council Chambers for review.

Councilman Hansen moved approve the minutes from the February 14, 2018, meeting as written. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried.

Councilman Clay moved to approve the February, 2018, Treasurer's Report as written. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Motion carried.

Rod Hanson then addressed the council on the Civic Center Project. Hanson said drywall is being hung in the existing building and the roof is being installed on the new facility, with progress staying on schedule. Councilman Eaton moved to approve Pay Request #5 to Global Engineering for \$117,450.00. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Eaton. The following voted nay: None. Motion carried.

Hanson then updated the Council on the Highway 35 Water Improvement Project. He said the final water test has been done and approved by DHHS, with the line now back in service. The contractor will begin mobilizing soon for the spring with the sidewalk and seeding work to be done soon after that.

Megan Weaver then addressed the Council regarding the Workforce Housing Grant process. She said there have been two private contributions totaling \$45,000 at this time and she is hoping to

hear from others before the end of the month. With present pledges from the private sector included, the City's current grant application amount totals \$390,000.00.

The Council then discussed the sale of Lots 1, 2 & 3 in the Rose Addition. After discussion about whether to sell the property all together or separately in parcels, Councilman Eaton introduced Resolution 4-2018 authorizing the sale of said lots, either as one parcel or separately, at a price to be approved by the Mayor and City Council, and moved for final passage. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried.

Mike Pommer then discussed the audit results for the Fiscal Year ending September 30, 2017.

The Council then discussed writing off certain Utility Bills with the City. Pommer advised writing off old outstanding bills to clean up the software system. Councilman Eaton moved to approve writing off any bill older than the statute of limitations (four years) and also any delinquent bill less than \$20.00. Councilman Hansen seconded the motion. On a roll vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried.

The Council then discussed the lease on the undeveloped lots in the 40 acre Industrial tract. Councilman Eaton moved to lease the farmable land to James Felt at \$150.00 per acre. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. Discussion followed on the possibility of renting space for campers needing a place to temporarily park RV campers while working on the construction of the new windfarm. Councilman Clay then moved to approve leasing a portion of Lot 1 in the Industrial Tract to camper housing at \$100.00 per unit per week through November 15, 2018. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Eaton. The following voted nay: None. Motion carried.

The Council then discussed an LB840 loan application. Councilman Eaton moved to approve the loan for \$20,000 to Nick's Wood Shop. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried.

Discussion on the Economic Development Director position was tabled.

The Council then discussed renewal of the Mass Communications contract with Civic Plus. Councilman Soderberg moved to approve renewal of the contract from April 1, 2018, through March 31, 2019, for \$765.00. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried.

The Council then discussed the results of the recent retreat on March 3, 2018. There were five key objectives that were outlined during the retreat: Workforce housing, a grocery store, streets, quality daycare, and water improvement.

Utility Foreman Mogus gave his monthly report:

- A. Tree numbers for 2017 were 100 pruned and 52 completely removed
- B. Tree pile has been burned
- C. 2 water main breaks in the last month, several sprinkler repairs need to be done
- D. A manual has been written for Standard Operating Procedures for the generators
- E. Snow was removed at cemetery for burials at sexton's request

Administrator Litchfield gave his monthly report:

- A. Sales Tax – Debit for business overpay
- B. Legislative
- C. EMC Insurance refunded City \$9,162.53

The reports and recommendations from the following committees:

- A. Police Review – 7<sup>th</sup> and Maple, Keri Lane street lights out. 13 Landlords have not registered properties for Rental Inspections. Active shooter drills and procedures are being developed at the School.
- B. Community Redevelopment Authority – Minutes in packet
- C. Planning Commission – Minutes in packet
- D. Park Board – No report given
- E. Civic Center Board – No report given
- F. Library Board – Minutes in packet
- G. Cemetery Board – No report given
- H. Tree Board – 2 members will be honored on Arbor Day
- I. Hatchery Board – No report given
- J. Fire Department – Several members getting certified to administer IVs
- K. Citizen Advisory Committee – No report given

The following claims were presented.

Councilman Hansen moved to approve the claims as presented. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: The following voted nay: None. Motion carried.

Councilman Clay moved to adjourn the meeting. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Meeting adjourned at 7:00 P.M.

\*\*Closed sessions may be necessary for the public interest or for the prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting.

---

Mike Loofe, Mayor

State of Nebraska )

County of Dixon )

City of Wakefield )

I, the undersigned City Clerk of Wakefield, Nebraska, do certify that all the subjects in the attached proceedings, were contained in the agenda for the meeting on March 21, 2018 kept current and available for public inspection at the office of the City Clerk, that such subjects were contained in said agenda for at least twenty-four hours prior to the meeting, that said minutes were in written form and available for the public inspection within ten working days and prior to the next convened meeting of said body.

---

Zach Dolen, Clerk